

APPLICATION FORM**HIGHDOWN SCHOOL AND
SIXTH FORM CENTRE****CONFIDENTIAL**

This page and overleaf of the application form will not be seen by those who have to decide on the list of applicants to be invited for interview.

POST APPLIED FOR:

Where did you see it advertised?

PERSONAL DETAILS

Preferred form of address (e.g. Mr, Mrs, Ms, None): _____

Surname / Family Name: _____

First Name(s) _____

Previous Surnames: _____

Address: _____

Post Code: _____

Mobile: _____

Tel. No: _____

Email: _____

REFERENCES

Please give two referees to whom confidential enquiries may be made. One MUST be your present or most recent employer. If you are at school or college or have recently left please give the name of your teacher or lecturer. Referees must not be members of your family or spouse/partner.

Name: _____

Name: _____

Address: _____

Address: _____

Tel. No: _____

Tel. No: _____

Email: _____

Email: _____

Relationship: _____

Relationship: _____

If shortlisted, may we approach this person prior to interview? YES / NO

If shortlisted, may we approach this person prior to interview? YES / NO

Please note that references will only be taken up if you are shortlisted for interview UNLESS YOU HAVE REQUESTED OTHERWISE. However, no offer of employment will be made without the receipt of two satisfactory references.

DECLARATION

I declare that the information set out in this Application Form is to the best of my knowledge true in all respects, and I understand that canvassing of any Councillor or employee of Highdown School and Sixth Form Centre, or giving false information/omitting to give information may render me liable for dismissal if appointed.

Signed:

Date:

EQUAL OPPORTUNITIES MONITORING

Highdown School and Sixth Form Centre operates a policy of equal opportunity and fair treatment for employment and development. To assist us in monitoring this policy, and for this reason only, applicants are asked to give details of their ethnic origin, sex and any disability. Your answers to these questions will help the School keep fair selection for all. This page of the application form will not be seen by those who have to decide on the list of applicants to be invited to interview.

GENDER (SEX DISCRIMINATION ACT 1975)

Male:

Female:

Date of Birth: [Click here to enter a date.](#)

ETHNIC ORIGIN (RACE RELATIONS ACT 1976):

Please tick the box that best describes you:

A. White

British Irish Other (please state) [Click here to enter text.](#)

B. Mixed

White & Black Caribbean White & Black African White & Asian
 Other Mixed (please state) [Click here to enter text.](#)

C. Asian or Asian British

Indian Pakistani Bangladeshi
 Other Asian (please state) [Click here to enter text.](#)

D. Black or Black British

Caribbean African Other (please state) [Click here to enter text.](#)

E. Other Ethnic Groups

Chinese Any Other (please state) [Click here to enter text.](#)

DISABILITY DISCRIMINATION ACT 1995

We welcome applications from people with disabilities and guarantee you an interview should you meet the minimum criteria for the job. The Disability Discrimination Act defines disability as "any physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities".

Do you consider yourself to have a disability which falls within this definition?

YES / NO

If yes, please give details:

Is there anything about your disability which is relevant to this job?

YES / NO

If yes, please give details:

Would the provision of any aids or adaptations assist you in carrying out the duties of this job?

YES / NO

If yes, please give details:

Is there anything we need to know about your disability in order to provide you with any help you may need for the interview (e.g. sign language interpreter, an accessible interview room)?

YES / NO

If yes, please give details:

ASYLUM & IMMIGRATION ACT 1996

Do you have EEC nationality?

YES / NO

If your answer is NO and your application is successful, you will need to provide evidence of your entitlement to live and work in the UK.

EDUCATION / QUALIFICATIONS / TRAINING (PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY)

Dates		School / College / University	Qualifications with Grades/ Courses Attended
From:	To:		

SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE

Describe how you consider your skills, abilities, knowledge and experience relevant to this position and describe those factors which make you a particularly suitable candidate, including voluntary work and experience gained outside of work.

Please continue on a separate sheet if necessary.

Do you hold a full current driving licence (if relevant to this position)?

YES / NO

Do you have the daily use of a car (if relevant to this position)?

YES / NO

DISCLOSURE OF CRIMINAL CONVICTIONS

Under the Rehabilitation of Offenders Act 1974, ex-offenders do not have to disclose their criminal convictions when applying for most – **but not all** – jobs if their convictions become spent.

Jobs where criminal convictions have to be disclosed are called 'exempted posts'; for exempted posts convictions are never spent and must be disclosed.

It takes between 6 months and 10 years for a conviction to become spent.

Custodial sentences of more than 2½ years can never become spent.

If the post for which you are applying is exempt from Section 4 (2) of the Rehabilitation of Offenders Act (Exemptions) Order 2001, then you will be required to complete a DISCLOSURE check and an offer of employment would be subject to receipt of a satisfactory check.

The disclosure of a criminal record will not debar you from appointment unless the selection panel determine that the conviction renders you unsuitable for appointment.

Please complete the enclosed DECLARATION OF CRIMINAL CONVICTIONS and return this with your application form. It will not be possible for us to consider your application form further if you have not returned this Declaration.

CURRENT OR MOST RECENT EMPLOYMENT

Name of Employer: _____

Address: _____ Tel. No: _____

May we contact you discreetly at work? YES / NO

Current / Most recent Post Title: _____ Current / Final Salary: _____

Dates of Employment: From: _____ To: _____

Brief Description of Duties and Responsibilities:

Reason for Leaving:

Notice Period Required:

PREVIOUS EMPLOYMENT

Please complete each column and explain any breaks in employment. Start with your most recent previous employment and list in descending date order.

Dates (Month/Year)		Employer (Name & Address)	Position Held	Reason for Leaving
From:	To:			

(please press tab in the last table cell to add another row)